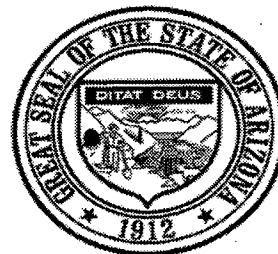


2006-2007 AZELLA Order Form

Date: _____

Directions for Ordering

- 1) Fill in the quantities and total price for each selected item
- 2) Retain a photocopy of this order for your records
- 3) Fill out and fax this page as well as the material and scoring pages with your purchase order to:



Or you may wish to mail your order to the following:

Barbara Dillard
FAX #: 1-800-500-8865

Harcourt Assessment, Inc.
Attn: Barbara Dillard
19500 Bulverde Road
San Antonio TX 78259

For assistance with your order contact the
Customer Support Center at 1-800-746-2306.

Purchase Order # _____ (must be included with order)

Bill To:

Please Print

District/Charter Holder: _____

Attn: _____

Address: _____

City: _____ State: AZ Zip: _____

Phone: (_____) _____

Fax: (_____) _____

E-Mail Address: _____

Ship To: (If different from billing address)

Please Print

District/Charter Holder: _____

Attn: _____

Address: _____

City: _____ State: AZ Zip: _____

Phone: (_____) _____

Fax: (_____) _____

E-Mail Address: _____



UPS Ground Delivery - orders are shipped by ground unless otherwise requested.
Ground delivery takes 3-4 working days from Texas to Arizona

Expedited Delivery (shipping charges will apply)

Please specify:

Overnight ☐

2nd Day Air ☐

Prices and other terms: Prices are valid through June 30, 2007 and are subject to change without further notice.

There is no minimum charge on orders for tests and related materials. Products may not be resold or distributed for any purpose.

Charges for shipping and handling will be added to your invoice as a separate item.

The applicable Arizona tax will be charged.

Prices are F.O.B. Shipping Point.

Terms: Net 30 Days

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Thank you for your order!

AZELLA MATERIALS ORDER FORM FOR 2006-2007

GRADE	LEVEL	ITEM #	ITEM	PRICE	QUANTITY
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Material that is necessary for assessment with AZELLA

Kindergarten	Preliteracy	9998488354	Assessment Booklet (Package of 10)	\$13.00	
Kindergarten	Preliteracy	9998488338	Directions for Administering (Single Copy)	\$20.00	

Grades 1 & 2	Primary	9998488400	Speaking Booklet (Single Copy)	\$7.50	
Grades 1 & 2	Primary	9998488389	Assessment Booklet (Package of 10)	\$25.50	
Grades 1 & 2	Primary	9998488370	Directions for Administering (Single Copy)	\$9.00	

Grades 3, 4, & 5	Elementary	9998488427	Assessment Booklet (Package of 10)	\$30.50	
Grades 3, 4, & 5	Elementary	9998488443	Response Booklet (Package of 10)	\$18.50	
Grades 3, 4, & 5	Elementary	9998488419	Directions for Administering (Single Copy)	\$9.00	

Grades 6, 7, & 8	Middle Grades	9998488478	Assessment Booklet (Package of 10)	\$30.50	
Grades 6, 7, & 8	Middle Grades	9998488494	Response Booklet (Package of 10)	\$18.50	
Grades 6, 7, & 8	Middle Grades	999848846X	Directions for Administering (Single Copy)	\$9.00	

Grades 9, 10, 11 & 12	High School	9998488524	Assessment Booklet (Package of 10)	\$30.50	
Grades 9, 10, 11 & 12	High School	9998488540	Response Booklet (Package of 10)	\$18.50	
Grades 9, 10, 11 & 12	High School	9998488516	Directions for Administering (Single Copy)	\$9.00	

	All	9998488699	Scoring Guide with DVD (Single Copy)	\$25.00	
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Optional material for use with AZELLA

	Primary	9998488656	Listening Assessment CD in Jewel Case	\$19.00	
	Elementary	9998488664	Listening Assessment CD in Jewel Case	\$19.00	
	Middle Grades	9998488672	Listening Assessment CD in Jewel Case	\$19.00	
	High School	9998488680	Listening Assessment CD in Jewel Case	\$19.00	
	All	9998516323	Test Coordinator Manual (Single Copy)**	\$5.00	
	All	9998507030	Scoring Guide DVD in Jewel Case	\$20.00	
	All	9998516331	Technical Manual (Available March 2007)	\$35.00	

****NOTE: A test coordinator manual will be in the test coordinator kit that ships with your initial order.**

Additional manuals may be ordered if you wish to receive more than one.

Districts, charter schools, and BIA schools with very small ELL populations (5 or less per level) may wish to work together to order AZELLA material since the assessment booklets and response booklets are in packages of 10. In this case, the district or school placing the order will receive the one test coordinator kit, that is shipped with each material order, with all the information and supplies necessary to return the AZELLA documents to the Harcourt Scoring Center for scoring and reporting. Therefore, the other districts or schools in the group will need to order, and pay for, a Test Coordinator Manual. This will mean you receive the test coordinator kit containing the manual and all items and documents necessary for you to send your documents back for scoring and reporting. You will then receive your student, school, and district reports from Harcourt.

Example: District A has 1 ELL student, District B has 3, and District C has 5. They decide to have District A order enough material and distribute it so all three can assess their students. District A will receive a test coordinator kit, but not Districts B and C unless they order the Test Coordinator Manual separately from District A, using their district or school purchase order, and are District A indicates that Districts B and C grouped with them for AZELLA materials on the form below.

Please use this form to provide the necessary information for other districts or schools included in your materials order:

District or School Name: _____

Contact Name: _____

Shipping address: _____

City: _____ AZ Zip: _____

District or School Name: _____

Contact Name: _____

Shipping address: _____

City: _____ AZ Zip: _____

District or School Name: _____

Contact Name: _____

Shipping address: _____

City: _____ AZ Zip: _____

District or School Name: _____

Contact Name: _____

Shipping address: _____

City: _____ AZ Zip: _____

If more districts or schools are to be reported, please copy this page as many times as needed and send all pages with your faxed order.

Pre-Identification Labels

Adhesive labels containing demographic information that can be applied to scorable documents

Label Set Up Fee: **\$258.75**
Label price: **\$0.38 per student**

Instructions for formatting your data file will be sent upon notice that you wish to order Pre-ID labels. It will take approximately two weeks to produce and ship labels if the file is correctly formatted.

Every student must have a SAIS number.

☐

Yes, I want to order Pre-ID Labels

Signature: _____

SCORING & REPORTING

All AZELLA documents will be scored at the Harcourt Scoring Center. Only the Speaking assessment for all levels and the Prewriting assessment at the Preliteracy level will be scored on site by the examiner. Complete rubrics and instructions for scoring these assessments can be found in the Directions for Administering as well as the Scoring Guide.

The charge for scoring and reporting is **\$ 7.43** per student.

Do not prepay for this service.

When you ship your documents for scoring, be sure to include the Optional Scoring Services (OSS) Form, which is included in the test coordinator kit, with your purchase order number entered in the area designated on the first page. You will be sent an invoice billing you for the scoring service. You will automatically receive printed student reports in English and Spanish, class lists, and district reports. Included in this price is the use of Rapid Reports to print student reports and class lists on site within 7 to 9 days from the date your documents are received at the Harcourt Scoring Center.

Name of Person to receive reports: _____

District or School Name: _____

Address: _____

City: _____ **AZ, Zip:** _____